



State of Tennessee Department of Children's Services

Administrative Policies and Procedures Change Notice – January 26, 2015

- State and Federal Laws governing DCS policies are listed in the “**Authority**” Section of each policy listed below.
- Best Practice Standards governing DCS policies are listed in the “**Standards**” Section of each policy listed below
- Managers and Supervisors/designees must provide instruction, interpretation and/or training on policies and procedures and other documents relevant to an employee's job duties as required by DCS Policy [1.3 Communication-Meetings, Information Sharing Policy Development and Review](#).
- Policies listed below are effective according to the date listed in the policy footer below.

Note:

- Forms are revised frequently. Always check the “Forms” web page for the most current version. Forms may not be altered without prior approval.
- Refer to definitions of **Major/Minor Policy Review** in footer below.
- If hyperlinks do not work properly from this list, go to the appropriate web pages to access documents.

	Policy No.	Policy/Other Document	Policy Chapter	Policy Owner/Contact	Effective/ Revision Date	New/Updated Forms/Protocols/ and Other Documents Associated with Policies and Procedures
1.	Protocol	Guidelines for Quality Case Conferencing between Team Leaders and FSWs for Foster, Kinship and Adoption	4	Christina Fly, Program Director 2, Office of Quality Control	1/23/15	None
Revisions:		• New Protocol attached to DCS Policy 4.4, Performance and Case Supervision Practice Guidelines and Criteria . New Protocol provides guidelines for ensuring quality case conferences between Team Leaders and FWS's in Foster, Kinship and Adoption field. Posted. Major Review.				

- **Major Policy Review:** A New policy or existing policy revisions that is **substantial** that **impact current practices or processes**. An overview/ training are conducted with employees that are relevant to an employee's position or job duties.
- **Minor Policy Review:** Policy revisions that may not have a significant impact on current practice or processes. An overview/training is reviewed/discussed during regularly scheduled meetings or at the discretion of Supervisors or Managers.